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6 August 1975

MEMORANDUM FOR THE RECORD

Attached is my proposed organizational chart, which I feel is essential based on both past and proposed changes in order to adequately reflect the "real world". It should be pointed out that the proposed T/O includes new positions. five of these were previously requested (but turned down) and are vitally needed in order to adequately operate the two control units of the Data Base Management Branch. The other new positions requested are to adequately fill new and on-going systems requirements.

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Art and I feel very strongly that we must start to develop some programming capabilities within the Office of Finance. Otherwise, it is going to be very difficult to ever accomplish our needed objectives, such as a revised or new payroll system and other vital systems work required in the future.

Once again I would like to point out that I believe the increases requested in this T/O should be more than offset by the decreases that should occur to the various directorate budget offices upon the operational capability of GAS.

Also note in order to make this a realistic T/O I have not included the Records Administration Branch. It is my belief this is a proper function of the Support Staff.

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Data Base Management Branch
Office of Finance
Headquarters Section

GS 06/07

Under the general supervision of the Chief, Data Base Management Branch and the direct supervision of the Chief, Headquarters Section, DBMB, the incumbent will:

1. Provide overall clerical and typing support as required for the Branch;
2. Receive incoming documentation, sort, and maintain a log of correspondence, obligation and voucher documentation;
3. Sort and disseminate report documentation to DBMB/System Analysts and/or B&F customers, as appropriate;
4. Receive all incoming calls and customer personnel and directing them to appropriate DBMB/System Analyst for servicing;
5. Establish and maintain files for correspondence, reports and microfilm cartridges;
6. Assist in the preparation of batching for release of documentation to Data Entry; and
7. Prepare labels for Computer Output Microfilm (COM) received from Printing Services Division and assist Analysts and customers in locating and loading appropriate reels on microfilm readers for reference.
8. Will be trained in various aspects of Data Entry terminal input in order to assist as back-up to Data Entry personnel.

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